

**ADPH-AEMA-UAB
Integrated AH-PI
COOP Template
Briefing and Training**

**Satellite Conference and Live Webcast
Friday, October 30, 2009
10:00 - 11:00 a.m. Central Time**

Produced by the Alabama Department of Public Health
Video Communications and Distance Learning Division

Faculty

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Joint COOP Workgroup

- Formed in response to Governor's COOP Directive and recent H1N1 Pandemic
- Currently comprised of ADPH, AEMA, and UAB

Joint COOP Workgroup

- Goals
 - Provide technical assistance to other agencies in the form of training/education, consultation, and courtesy reviews
 - Develop an integrated AH-PI COOP Template
 - Information clearinghouse
 - Coordinate future COOP exercises

Joint ADPH-AEMA Letter

- Availability of the new integrated All-Hazards/Pandemic Influenza COOP template
- Availability of COOP planning training and technical assistance opportunities
- CDC COOP/PI Operational Plan 2010 deadline and the State agency Tier system

State Agency Tier System

- Designed to facilitate the development and review of State agency COOPs and PI Op Plans
- Annual July deadline for submittal of State PI Operational Plan updates to U.S. HHS/CDC

State Agency Tier System

- Tiers based on agency's
 - Past participation in the Alabama PI Op Plan process
 - Role in the State Emergency Operations Plan
 - Number of employees

Agency Tier 1

- State Agencies that have already contributed to and are included in the Alabama PI Operations Plan
- Tentative deadline
 - February 1, 2010

Agency Tier 2

- Other State Agencies that are not in the Alabama PI Op Plan, but are identified as a primary or support agency in the State Emergency Operations Plan (SEOP)
- Tentative deadline
 - April 1, 2010

Agency Tier 3

- Other “large” State Agencies (employee base of 300+) that are not in either the Alabama PI Op Plan or the SEOP, and some of those agencies that have already sought technical assistance
- Tentative deadline
 - May 1, 2010

Agency Tier 4

- All remaining State Agencies
- Tentative deadline
 - June 1, 2010

High-Priority All-Hazard COOP Elements

High-Priority All-Hazard COOP Elements

- Essential functions
- Delegations of authority
- Communications
- Human capital
- Devolution of control/direction
- Order of succession

High-Priority All-Hazard COOP Elements

- Continuity facilities
- Vital records management
- Test, training, and exercise
- Reconstitution

High-Priority All-Hazard COOP Elements

- Essential functions
 - High priority agency missions and functions that must continue to minimize disruption to government and citizen services
 - Can be categorized based on time
 - 24/7 - no interruptions
 - Resumption within 12-24 hours
 - 3-5 days

High-Priority All-Hazard COOP Elements

- Orders of succession
 - Unavailability or incapacitation of senior agency leadership and management
 - Ideally plan two to three persons deep

High-Priority All-Hazard COOP Elements

- Delegations of authority
 - Who will be designated to be in charge, of what/who, for how long, at which location(s), etc.

High-Priority All-Hazard COOP Elements

- Continuity facilities
 - Physical or virtual
 - Are the alternate sites fully/partially functional in terms of basic infrastructure
 - Electricity, IT/telecom networks, water, HVAC, supplies, equipment, furniture, service contracts, parking, etc.

High-Priority All-Hazard COOP Elements

- Located in safe environments and areas
 - Floodplain, building codes, etc.
- Ideal to plan for at least two alternate locations

High-Priority All-Hazard COOP Elements

- Communications
 - Internal
 - Staff and contractors
 - External
 - Other State, Federal, and/or local agencies
 - Citizen clients, general public

High-Priority All-Hazard COOP Elements

- Vital records management
 - Prioritize critical data and records
 - Document/data storage and backups
 - Off-site, remote backup locations

High-Priority All-Hazard COOP Elements

- Accessibility and availability of data/records and software applications
 - Who and how fast?

High-Priority All-Hazard COOP Elements

- Human capital
 - Pre-scripted emergency policies
 - HR and payroll records
 - Employee and employee's family safety

High-Priority All-Hazard COOP Elements

- Test, training, and exercise
 - Are employees trained on your agency's general plans?
 - Are essential/key staff trained on their special COOP roles?
 - Internal communications protocols
 - Test and exercise to assess gaps and make improvements

High-Priority All-Hazard COOP Elements

- Devolution of control/direction
 - Who or what agency/organization will assume your agency’s essential functions if it is incapacitated, and for how long?
 - Are protocols in place to facilitate the orderly transfer of such authorities and responsibilities?

High-Priority All-Hazard COOP Elements

- Is the gaining agency capable (staff, train on policies/regulations, resources, etc.) to assume the “new” duties?

High-Priority All-Hazard COOP Elements

- Reconstitution
 - Is a plan in place to accommodate the orderly transfer back to “normal” operations at the original (or new) primary office(s)
 - Who is tasked to facilitate such?

FEMA EMI Training

Continuity Excellence Series

- FEMA certification program
 - Level I - Professional Continuity Practitioner
 - Level II - Master Continuity Practitioner
- Conducted at EMI or exportable to States
- <http://training.fema.gov/EMIWeb/COOP/index.asp>

Questions

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